

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1730

TITLE: PURCHASING SUPERVISOR

GRADE: S-25

DEFINITION:

Under administrative direction, plans, coordinates, and oversees the activities of a team of buyers within the Purchasing and Supply Management Agency; directs and supervises clerical, technical and administrative activities of general and/or specialized procurement programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Purchasing Supervisor differs from the Buyer II class in that Buyer II positions may assist, advise and guide lower level buying personnel, but do not direct the activities of a team of professional buyers.

ILLUSTRATIVE DUTIES:

Exercises administrative and technical supervision over a team of buyers;
Trains and orients new team buyers in the use of County forms and purchasing procedures;
Directs and coordinates the purchase of a variety of goods and services for Fairfax County Government and Fairfax County Public Schools, in accordance with federal, state and County rules and regulations;
Develops comprehensive procurement programs;
Develops appropriate competitive bid packages;
Researches the availability of volume buy opportunities and/or state or County contracts that can satisfy an agency's requirement;
Selects appropriate bidder's list and advertising media(s) and prepares advertisements;
Conducts pre-bid conferences to clarify the terms, conditions and specifications of the contract;
Reviews requisitions and bid solicitations for compliance with applicable laws, regulations, and policies;
Approves bid award recommendations of buyers and agency heads;
Monitors the execution of contracts to ensure that all contract provisions are met;
Identifies problems and initiates corrective action when appropriate;
Administers contract addendum activities;
Reviews prices on contracts and signs purchase orders, within prescribed dollar limitations, prior to issuance;
Consults with and advises buyers and vendors to offer advice and render decisions on controversial issues relative to compliance with specifications, acceptance of bids and placement on bidder's lists;
Conducts management studies on purchasing activities;
Confers with commercial sales and technical representatives on products offered, specifications, availability and costs;
Confers with County Government and School System agencies, providing advice and counsel on procurement matters;
Audits the Blanket Purchase Agreement program;

Monitors use of Limited Purchase Orders and issuance of purchase orders to ensure compliance with policies and administrative procedures;
Oversees the development, maintenance and usage of the automated procurement processing systems;
Maintains coordination with state, municipal and civil agencies on procurement matters of mutual interest;
Participates in seminars, meetings of intergovernmental bodies and other forums to discuss technical procurement policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices and methods of purchasing;
Considerable knowledge of sources of supply, commodity pricing methods and marketing practices;
Considerable knowledge of electronic procurement data processing systems;
Working knowledge of accounting and record keeping practices as applied to procurement activities;
Effective oral and written communication skills;
Effective contract negotiation skills;
Ability to develop and maintain effective working relationships with associates, officials, employees in other agencies, suppliers, contractors and the general public;
Ability to plan, assign and review the work of a team of buyers and clerical personnel;
Ability to analyze and interpret pre-qualification questionnaires and financial statements submitted by bidders for County work; and
Ability to prepare clear and concise reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with major course work in public administration, business administration or a related field, including or supplemented by courses in purchasing and supply management principles, laws, methods and procedures; PLUS
Five years of progressively responsible experience in technical procurement work, including considerable experience with automated procurement systems.

CERTIFICATES AND LICENSES REQUIRED:

Certification by a nationally recognized professional purchasing organization is required.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED:	April 16, 2002
REVISED:	May 8, 1996
REVISED:	October 31, 1988
REVISED AND RETITLED:	July 28, 1986